

MILLER PLACE UNION FREE SCHOOL DISTRICT  
MILLER PLACE, NEW YORK  
BOARD MINUTES  
SEPTEMBER 28, 2022

**Kind of Meeting:** Business Meeting  
**Place of Meeting:** Miller Place High School  
**Time of Meeting:** 8:00 P.M.

**Those Present:**

Board President:	Ms. Lisa Reitan
Board Vice President:	Mr. Bryan Makarius
Board Trustee:	Ms. Andrea Spaniolas
Board Trustee:	Ms. Johanna Testa
Superintendent:	Mr. Seth Lipshie
Assistant Superintendent	Ms. Susan Craddock
School Business Official	Ms. Colleen Card
Executive Director for Educational Services:	Ms. Sandy Wojnowski
Director Human Resources	Mr. Christopher Herrschaft
District Clerk:	Ms. Patricia Morbillo

**Those Absent:**

Board Trustee: Mr. Keith Frank

**Invitees:**

Cullen & Danowski, Audit Partner Mr. Chris Reino

**PLEASE NOTE: THE MINUTES, AS WRITTEN, ARE SUBJECT TO CHANGE AND ARE NOT CONSIDERED AN OFFICIAL RECORD UNTIL THEY HAVE BEEN APPROVED BY THE BOARD OF EDUCATION AT THE SEPTEMBER 28, 2022, BUSINESS MEETING.**

**A. PUBLIC SESSION**

1. Ms. Reitan called the meeting to order at 8:11 P.M. She also announced that the meeting was being recorded and that the recording would be posted to the District website in a few days.
2. Ms. Reitan reviewed the Emergency Procedures.

**B. RECOGNITION**

**1. Recognition of Veterans**

Mrs. Reitan acknowledged the veterans, and their families present at the meeting.

**2. Recognition of Media**

There was no media present at the meeting.

**3. Recognition**

Mr. Herrschaft announced that six employees were awarded tenure. The recipients were Elizabeth Byrne, Corrine D'Andrea, Jenna Ely, Jeremy Koch, Joseph Mancini, and Adam St. Nicholas. The Board of Education congratulated the recipients present and they received a certificate of recognition from the Board and Administration.

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C. **MESSAGES**

1. **Superintendent Message**

Ms. Reitan asked Ms. Card to speak about the Financial Statement Presentation. Ms. Card introduced Mr. Reino from the auditing firm Cullen and Danowski to present to the Board of Education the report on the District's Financial statements and audit finding of the 2021-22 District external audit. Mr. Reino stated that the District had no significant deficiencies or material weaknesses this year. There were also no significant matters or difficulties encountered. The District did not receive a management letter this year. Ms. Card stated that the financial statements would be posted on the District's website for the community to reference. She also noted that these reports and responses would be submitted to the Office of the State Comptroller and the NYS Education Department as required.

Ms. Reitan then introduced Mr. Lipshie to present his message. Mr. Lipshie started his message by addressing a concern that was brought to the District's attention regarding a library book at the North Country Road Middle School. The book, *Dictionary of American Slang* was purchased in 2008 and was formally checked out three times during that time period. He said that Mr. Clark initially examined the contents and then filed the formal complaint in accordance with *Board Policy 1420 – Public Complaints about Curricula or Instructional Material*. The complaint was reviewed by the *Material Review Committee* that convened in order to make a recommendation to the Superintendent. The committee's recommendation to the Superintendent was to remove the book from the school's circulation based on the inappropriate vocabulary for students and the lack of contextual and educational value. The Superintendent stated that in reviewing the committee's recommendation and the contents of the book, he have made the decision to remove the book from the North Country Road Middle School Library. He also noted that the district takes the removal of a library book as a very serious action to take.

Mr. Lipshie continued his message and reviewed school-related events. He said that September means the start of a new school year and on September 1, 2022, that our District opened the doors to over 2,400 students. Parents and Guardians were invited to meet their child's teachers at the four schools Open Houses which began the week of September 12, 2022 and concluded with the high school's Open House on September 22, 2022. He stated that outside the academic classroom, students have the option to participate in extracurricular activities and that this fall, 19 interscholastic athletic teams will be representing Miller Place, at the secondary level, 38 clubs are being offered that students can choose to join and then in the late fall and early winter, clubs will start at both Andrew Muller Primary School and Laddie A. Decker Sound Beach School.

Mr. Lipshie noted that the District celebrated spirit week beginning September 12, 2022. Students dressed up to display their spirit including Pajama Day, Tropical Tuesday, Wacky Wednesday, Throwback Thursday and on Friday, Spirit Day, which included a Pep Rally at the high school. The culmination of spirit week came on September 17, 2022, with the Homecoming Parade and football game. In addition to Homecoming this year, the Athletic Hall of Fame inducted seven new alumni members that included: Andrew Stafford, Class of 77; Jacqueline Curtiss, Class of 79; Marion Mastrangelo, Class of 84; Ellen Moorehead, Class of 85; and Greg Gaillard, Class of 96. Two coaches were also inducted, Sal Passamano and Liz Borsetti, to the Hall of Fame.

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**2. Board Members Message**

Ms. Reitan expressed that the events and everything discussed in Mr. Lipshie's message was great. She expanded on that all building open houses have been completed and attended by the various board members. Ms. Reitan stated that she was very happy that the homecoming was well attended by the school community. Ms. Reitan thanked Mr. Lipshie and Mr. Slavin for bringing back the Pep Rally, it was a great event for the students. Mr. Makarius thanked the teachers for helping the students adjust to the classes in the new school year. He thanked the central administration for all they did over the summer to ready the district for return to school.

**D. PUBLIC BE HEARD – None**

Comments are limited to 2 minutes per person and a total of 30 minutes **related to agenda items only**, state name, resident, or non-resident. All comments are to be directed to the Board of Education.

**E. CONSENT AGENDA – MINUTES:**

**1. Minutes:**

This resolution is to approve the meeting minutes of the Board of Education.

**RECOMMENDED MOTION: “BE IT RESOLVED** that the Board of Education of the Miller Place Union Free School District hereby accepts, as written, the minutes of the August 24, 2022 Audit Committee; August 24, 2022 Executive Session – Early; August 24, 2022 Business Meeting.”

**F. CONSENT AGENDA - FINANCE/FACILITIES:**

**1. Treasurer Reports:**

Enclosed are the Treasurer reports as submitted by Mr. Donald Pearce for the periods ending June 30, 2022; July 31, 2022; and August 31, 2022.

**RECOMMENDED MOTION: “BE IT RESOLVED,** that upon the recommendation of the Superintendent of Schools the Board of Education of the Miller Place Union Free School District hereby accepts, as presented, the Treasurer Reports for the periods ending June 30, 2022; July 31, 2022; and August 31, 2022.”

**2. Financial Reports:**

Enclosed are the Financial Reports as submitted by Mrs. Darlene Levi for the periods ending June 30, 2022; July 31, 2022; and August 31, 2022.

**RECOMMENDED MOTION: “BE IT RESOLVED,** that upon the recommendation of the Superintendent of Schools the Board of Education of the Miller Place Union Free School District hereby accepts, as presented the Financial Reports, for the periods ending June 30, 2022; July 31, 2022; and August 31, 2022.”

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**3. Extra Classroom Activity Reports:**

Enclosed are the Extra Classroom Activity Reports as submitted by Mrs. Carrie Sandt for the periods ending June 30, 2022; July 31, 2022; and August 31, 2022.

**RECOMMENDED MOTION: “BE IT RESOLVED,** that upon the recommendation of the Superintendent of Schools the Board of Education of the Miller Place Union Free School District hereby accepts the Extra Classroom Activity Fund Reports for the periods ending June 30, 2022; July 31, 2022; and August 31, 2022.”

**4. Claims Auditor Reports:**

Enclosed is the Claims Auditor Reports as submitted by MacDonald & Rand LLP - Certified Public Accountants for the periods ending June 30, 2022; July 31, 2022; and August 31, 2022.

**RECOMMENDED MOTION: “BE IT RESOLVED,** that upon the recommendation of the Superintendent of Schools the Board of Education of the Miller Place Union Free School District hereby accepts as presented the Claims Auditor Reports for the periods ending June 30, 2022; July 31, 2022; and August 31, 2022.”

**5. Obsolete Assets:**

Mr. Lipshie and Mrs. Card are requesting your approval of the resolution to declare the attached District owned asset list as obsolete and its possible sale, and/or disposal.

**RECOMMENDED MOTION: “BE IT RESOLVED,** that upon the recommendation of the Superintendent of Schools that the Board of Education of the Miller Place Union Free School District hereby approves the District owned assets on the attached list as obsolete and its possible sale, and/or disposal.”

**6. Memorandum of Agreement – Suffolk County Bus Stop Arm Program – School Safety Grant:**

Mr. Lipshie and Mrs. Card are requesting your approval of the resolution to approve the Memorandum of Agreement with the Suffolk County Bus Stop Arm Program for a School Safety Grant to be used for a program toward school bus safety.

**RECOMMENDED MOTION: “BE IT RESOLVED,** that upon the recommendation of the Superintendent of Schools the Board of Education of the Miller Place Union Free School District hereby approves the contract with Suffolk County Bus Stop Arm Program for a School Safety Grant to be used for a program toward school bus safety and furthermore authorizes the President of the Board of Education to sign such agreement.”

**7. Agreement – School Play:**

Mr. Lipshie and Mrs. Card are requesting your approval of the resolution to approve the Agreement with the Dramatists Play Service, Inc. for a school play.

**RECOMMENDED MOTION: “BE IT RESOLVED,** that upon the recommendation of the Superintendent of Schools the Board of Education of the Miller Place Union Free School District

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hereby approves the agreement with Dramatists Play Service, Inc. and furthermore authorizes the President of the Board of Education to sign such agreement.”

**8. Agreement – Country Fair Entertainment Park:**

Mr. Lipshie and Mrs. Card are requesting your approval of the resolution to approve the Agreement with the Country Fair Entertainment Park for the LADSBS field trip scheduled for June 2023.

**RECOMMENDED MOTION:** “**BE IT RESOLVED**, that upon the recommendation of the Superintendent of Schools the Board of Education of the Miller Place Union Free School District hereby approves the agreement with Country Fair Entertainment Park and furthermore authorizes the President of the Board of Education to sign such agreement.”

**G. CONSENT AGENDA - PERSONNEL:**

**1. Personnel List:**

Mr. Lipshie and Mr. Herrschaft recommend and request your approval of the attached personnel list of September 28, 2022.

**RECOMMENDED MOTION:** “**BE IT RESOLVED**, that upon recommendation of the Superintendent of Schools that the Board of Education of the Miller Place Union Free School District hereby approves the attached Personnel List of September 28, 2022, as presented. For any probationary appointment for a class room teacher or building principal that except to the extent required by the applicable provisions of the Education Law, in order to be granted tenure the class room teacher or building principal shall have received composite or overall APPR ratings pursuant to Education Law §3012-c and/or §3012-d of either E or H in at least three of the four preceding years and if the class room teacher or building principal receives an I composite or overall rating in the final year of the probationary period he or she shall not be eligible for tenure at this time.”

**H. CONSENT AGENDA - SPECIAL EDUCATION RECOMMENDATIONS:**

**1. CSE and CPSE Recommendations:**

Mr. Lipshie and Ms. Wojnowski are requesting your approval of the CSE and CPSE recommendations.

**RECOMMENDED MOTION:** “**BE IT RESOLVED**, that upon the recommendation of the Superintendent of Schools that the Board of Education of the Miller Place Union Free School District hereby accepts the recommendations of the CSE’s and CPSE’s dated: CPSE 8-30-22 AMPS; CPSE 9-8-22 DO; CPSE 9-20-22 AMPS; CSE 8-25-22 DO; CSE 8-25-22 NCR; CSE 8-31-22 MPHS; CSE 9-1-22 MPHS; CSE 9-1-22 NCR; CSE 9-2-22 LADSBS; CSE 9-2-22 MPHS; CSE 9-9-22 MPHS; CSE 9-12-22 MPHS; CSE 9-12-22 NCR(2); CSE 9-12-22 NCR; CSE 9-13-22 LADSBS; CSE 9-13-22 NCR; CSE 9-16-22 MPHS; CSE 9-16-22 OOD; CSE 9-19-22 LADSBS; CSE 9-20-22 OOD; CSE 9-22-22 MPHS; CSE-CPSE 8-25-22 DO; CSE-CPSE 9-9-22 AMPS.”

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**I. CONSENT AGENDA - CURRICULUM AND INSTRUCTION – None**

**J. CONSENT AGENDA – OTHER – None**

**K. CONSENT AGENDA - APPROVAL**

Ms. Reitan asked for a motion to accept the Consent Agenda as presented.

Ms. Testa moved, seconded by Ms. Spaniolas to accept the Consent Agenda as presented.

**Yes 4; No 0; Motion Carried**

**L. REPORTS AND PRESENTATIONS**

**1. Bond 2021 Status Update**

Ms. Card gave an update on the Bond 2021 Status. She updated the board on the 2021 bond project capital improvement. She stated that Phase 1 of the project is underway which is focused on LADSBS. The bus loop replacement, additional parking spaces has been completed, striped and is currently in use. The new emergency access road next to LADSBS linking AMPS/LADSBS to NCR has been completed. The ventilation update is in progress as follows: air scrubbers have been installed in the classrooms, concrete pads have been poured and the racks for the air conditioning units have been installed, air conditioning equipment is expected to be delivered soon. The interior electric wiring is in progress for the air conditioning and air scrubbers. The architect and electrical contractor are working with PSEG on the getting approval for the new transformer size and related service installation. This installation will be dependent on the PSEG approval and their timeline for delivery which the district is subject to PSEG timelines.

Ms. Card than noted that the first part of Phase 2, which is focused on AMPS, has been submitted to NYSED for review and approval. This includes the unit ventilator air conditioning installation, classroom sink cabinet replacement, door frame update, and relocating the kindergarten playground in preparation for building the AMPS gymnasium. The next part of Phase 2 is focused on 3 buildings: at NCR the unit ventilator air conditioning installation, replacing the steam boilers with a new heating system, and renovating the existing family and consumer science classroom. Next, the LADSBS Art Classroom renovation design is being completed. The District staff met as a team including the lead teacher, building admin, architect, facilities director and Assistant Superintendent to review the classroom needs, and these needs have been integrated into the design plans. These plans are expected to be submitted to NYSED by the beginning of November. The last part of Phase 2 is the AMPS gymnasium which the plans are still being finalized and that additional conversations are still continuing on some of the construction details.

The remainder of the projects are slated for phase 3 which includes the high school access road, unit ventilator air conditioning installation at MPHS, solar battery backups, HS shower renovations, HS art classroom renovation, robotics room improvement, NCR art room and FACS classroom renovations. Ms. Card noted that will continue to provide regular updates to the board and that the architect reports can be found on the district website under: departments > business office > bond information for the community to reference.

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**2. Student Representative Report**

The new Board Student Representative, Alexandra DeAmario, gave her first report on the happenings of the High School. She discussed the wonderful pep rally including the pie eating contest, the student lounge, the possible Thomas Scully dance, and other events at the high school

**M. DISCUSSION**

**1. Board of Education Policy Review Plan**

Ms. Reitan noted that this year the Board of Education would be reviewing some policies over the course of the school year according to this year's policy review plan.

**2. Board of Education Committee Assignments**

The Board Members discussed the Board of Education committees. Ms. Reitan reviewed the Board Committee assignments as follows:

- Audit Committee: All Board Trustees
- Curriculum and Instruction: Andrea Spaniolas  
Lisa Reitan (alternate)
- Health and Safety: Bryan Makarius  
Johanna Testa (alternate)  
Andrea Spaniolas (alternate)
- Wellness Committee: Johanna Testa  
Lisa Reitan (alternate)
- Legislative: Keith Frank  
Bryan Makarius (alternate)

Mrs. Reitan noted that there are some community members who are interested in serving on board committees and that they would be contacted by the committee chair.

**N. DISCUSSION AND ACTION**

**1. Accept External Audit Reports:**

Each year the Board is required to have an external audit which reviews and prepares the financial statements for the District. We are required to accept the external audit reports so that they can be submitted to NYSED. Mr. Lipshie and Mrs. Card are requesting your approval of the following resolution to accept the External Audit Reports and related documents.

**RECOMMENDED MOTION: "BE IT RESOLVED,** that upon the recommendation of the Superintendent of Schools that the Board of Education of the Miller Place Union Free School District hereby accepts the following reports dated June 30, 2022 and cover letters dated September 13, 2022, which have been submitted by the District's external auditors, Cullen and Danowski, LLP, along with the District's response to these documents dated September 23, 2022.

- Financial Statements and Supplementary Information with Independent Auditor's Report including Management Letter;
- Extraclassroom Activity Funds Financial Statement with Independent Auditor's Report;
- Professional Standards Letter (AUC 260) letter dated September 13, 2022;

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- School District’s response dated September 23, 2022.”

Ms. Reitan stated that the Board is required to have an external audit. The firm also prepares the financial statements for the District. Mr. Reino, the Audit Partner from Cullen and Danowski, reviewed the audit results earlier in the meeting. The District is required to accept the external audit reports so that the financial statements and District response can be submitted to NYSED and Office of State Comptroller.

Ms. Reitan asked for a motion to approve the resolution as presented.

Ms. Testa moved, seconded by Mr. Makarius to approve the resolution as presented.

**Yes 4; No 0; Motion Carried**

**O. BOARD POLICIES - First Time Reading** – None

**P. BOARD POLICIES – Review** – None

**Q. BOARD POLICIES – Action:**

2341 Agenda Format

Ms. Reitan asked for a motion to approve the policies in action.

Mr. Makarius moved, seconded by Ms. Testa to approve the policies in action.

**Yes 4; No 0; Motion Carried**

**R. OTHER** – None

**S. PUBLIC BE HEARD**

Comments are limited to 2 minutes per person and a total of 30 minutes; state name, resident, or non-resident. All comments are to be directed to the Board of Education.

The public addressed the Board of Education regarding the process for the drop off and pick up for side entrance at Andrew Muller Primary School, how to request to be on Board of Education committee, asked for an update on the possible formation of the DEI committee and any training that will be provided, various high school activities, and the process for donating an item for use in the curriculum next year. The Board of Education and the Administration answered the various questions.

**T. ADJOURNMENT OF MEETING**

Ms. Reitan asked for a motion to adjourn the meeting.

Mr. Makarius moved, seconded by Ms. Testa to adjourn the meeting at 8:52 P.M.

**Yes 4; No 0: Motion Carried**

**Respectively submitted by Ms. Patricia A. Morbillo, District Clerk**